




INTERNATIONAL BOUNDARY AND WATER COMMISSION  
UNITED STATES AND MEXICO

OFFICE OF THE COMMISSIONER  
UNITED STATES SECTION

**Memorandum**

**For Action**  
January 1, 2018

**To:** All USIBWC Employees

**From:** Edward Drusina, P.E., Commissioner, United States Section 

**Subject:** USIBWC Equal Employment Opportunity and Non-Discrimination Policy Statement

1. Authority: This policy and procedure is based on Title VII of the Civil Rights Act of 1964, as amended.
2. This policy applies to all personnel assigned to the United States Section, International Boundary and Water Commission (USIBWC).
3. It is the policy of the USIBWC to provide equal opportunity to all employees and applicants for employment regardless of race, color, national origin, religion, sex (including pregnancy and gender identity), mental or physical disability (including perceived disability and association to someone with a disability), age (40 years or older), reprisal, or protected genetic information. Moreover, consistent with Presidential Executive Orders and other laws designed to protect federal employees, the USIBWC must vigilantly prevent discrimination based on sexual orientation, parental status, military service, or any other non-merit factor. These commitments must be exemplified in all of our management practices and decisions including recruitment and hiring practices, appraisal systems, promotions, and training.
4. The USIBWC must strive to create and foster an inclusive work environment, one that affords all employees the opportunity to attain their personal goals, to grow within the USIBWC, and to fully contribute to the accomplishment of our vital mission. All USIBWC employees have a responsibility to carry out this policy and to promote it through exemplary conduct, stewardship, and professionalism with other USIBWC employees, partners, contractors, and the public. Managers and supervisors will be held responsible and accountable for promoting and ensuring equal opportunity in the USIBWC's policies, programs and practices. This is essential to attracting, developing and retaining the most qualified workforce to carry out the agency's mission.
5. The USIBWC does not tolerate discrimination, harassment or reprisal in the workplace. Allegations of discrimination will be addressed promptly and professionally. Timely compliance with decisions issued on discrimination complaints is mandatory. Appropriate disciplinary action will be taken when a decision is issued confirming allegations of discrimination, harassment, or reprisal.
6. Employees who believe that they have been the subject of unlawful discrimination are strongly encouraged to report incidents to their immediate supervisor (allegations involving an immediate supervisor should be reported to a higher level management official). An employee, applicant of employment to USIBWC, and some contractors are entitled to file a timely complaint of discrimination, by contacting an Equal Employment Opportunity Counselor or the EEO Office within 45 calendar days of the alleged discriminatory event, or in case of a personnel action, within 45 days of the effective date of the action.
7. This Policy Statement, and the Harassment Prevention Policy Statement shall be posted on the Agency's internal website, in the Human Resources Office, in the Equal Employment Opportunity Office, and in common areas such as break rooms and official bulletin boards. Inquiries concerning either this policy or specific situations relevant to this policy should be directed to the Mrs. Frances

Castro, Officer, Equal Employment Opportunity Office, in El Paso, TX at (915) 832-4112, email: [frances.castro@ibwc.gov](mailto:frances.castro@ibwc.gov).